

April 2008

<u>Date</u>	<u>Title</u>	<u>Location</u>	<u>Time</u>	<u>Length</u>	<u>Instructor</u>
April1	Advanced e-OMIS Security	Human Resources	8:00	4 Hours	Joyce Taylor
April 1	Administering Discipline	Training Academy	8:00	4 Hours	Tommy Rochelle
April 1	Performance Evaluation	Training Academy	12:30	4 Hours	Tommy Rochelle
April 2-3	Management Effectiveness	Training Academy	8:00	16 Hours	Sherman/Beaumont
April 2	eOMIS Training - Basic	Human Resources	8:00	4 Hours	Joyce Taylor
April 3	Cultural Awareness	Human Resources	8:00	4 Hours	Ardella Bearden
April 3	Performance Evaluation	Human Resources	12:30	4 Hours	Toni Bradley
April 4	Sexual Harassment/Sexual Misconduct	Training Academy	8:00	5 Hours	Sherman/Beaumont
April 4	Structured Interviewing	Human Resources	8:00	4 Hours	Pam Wilson
April 8	Inmate Profiles	Training Academy	8:00	4 Hours	Tommy Rochelle
April 9	eOMIS Training - Security	Human Resources	8:00	4 Hours	Joyce Taylor
April 9	Using Microsoft Word	Human Resources	8:00	4 Hours	Cindy Windle
April 10	Fair Labor Standards Act	Human Resources	8:00	4 Hours	Pam Riegler
April 10	Managing a Multi-generational Workforce	Training Academy	8:00	8 Hours	Tommy Rochelle
April 14-15	16 Hour Non Security Training	Training Academy	8:00	16 Hours	Sherman/Beaumont
April 16	Basic Microsoft Excel	Human Resources	8:00	4 Hours	Brenda Allbright
April 16-17	Introduction to Management	Training Academy	8:00	16 Hours	Sherman/Beaumont
April 17-18	The Human Element	Training Academy	9:00	12 Hours	Jackie Moore
April 17	Grievance Prevention and Handling	Human Resources	8:00	5 Hours	Tracey Robertson
April 18	Identity Theft	Training Academy	8:00	4 Hours	Beaumont
April 21-25	MIPS First Responders Class	Training Academy	8:00	40 Hours	EMS Services
April 21-25	MIPS Health & Wellness Class	Human Resources	8:00	40 Hours	Erin Johnson
April 24	Basic Microsoft Power Point	Human Resources	8:00	4 Hours	Sonia Wallace
April 24	eOMIS Training - Basic	Human Resources	8:00	4 Hours	Joyce Taylor
April 25	Interpersonal Communications	Training Academy	8:00	8 Hours	Sherman/Beaumont
April 25	Introduction to Computers & Internet Navigation	Human Resources	8:00	4 Hours	Jocelyn Hamby
April 28	The Phenomenal Woman Seminar	Human Resources	8:00	8 Hours	Ardella Bearden
April 28-29	Transition to Supervisor	Training Academy	8:00	16 Hours	Tommy Rochelle
April 29	Inmate Grievances	Human Resources	8:00	4 Hours	Tiffanye Compton
April 30	Basic Microsoft Excel	Human Resources	8:00	4 Hours	Brenda Allbright
	** These are Advanced Computer Classes				
	Additional Training				
Open Enrollment					
	Advanced Drivers Techniques - As scheduled by your Unit Trainer	Unit			Roland Robinson
Open Enrollment	National Institute of Corrections	National Institute		Varied	
	Internet Based e-Learning Classes	of Corrections			Self-Paced
	Contact your Unit Trainer for information				
This monthly training schedule does not reflect all training opportunities available in the Department of Correction.					
Your unit trainer has information for classes with Criminal Justice Institute, Inter Agency and E-Learning					